



1911 MINERAL COURT  
BAKERSFIELD, CA 93308  
OFFICE 661.399.2993  
FAX 661.399.0218  
WWW.SSECINC.COM

## ACCOUNT REPRESENTATIVE

Sierra School Equipment Company (SSEC) is looking for a successful candidate to fill the role as Account Representative as outlined below. SSEC is a furniture dealership with a customer base which includes Education (K-12 and Higher Ed), Healthcare, Businesses, Banks, and Municipalities throughout California and Nevada.

**SUMMARY:** This role will focus on sales and project management for Higher Education in the Southern California market. Travel throughout Southern California will be required. Perfect opportunity for a driven person who is detail oriented. This individual is responsible for establishing and developing relationships within our markets in order to provide our quality products, excellent customer service, and precision installation.

**COMPENSATION:** Commission based plus a competitive benefits package

**DESCRIPTION:**

### **SALES**

- Explore and develop new and existing relationship in order to meet all of our customer needs within our product lineup
- Qualify new leads while prioritizing high impact relationships
- Deepen existing relationships to position SSEC as primary provider
- Strategically organize and develop sales action plans
- Knowledgeably present breadth of products available
- Deliver verbal and written presentations to prospects
- Provide timely and comprehensive quotes for clients and prospects
- Negotiate sales terms and product details with clients and prospects
- Grow revenue
- Follow up and documentation is critical to the sales process

### **PROCESS**

- Work with internal and external team members for a smooth customer experience
- Participate as appropriate in accurate ordering, timely receipt, and payment of services



1911 MINERAL COURT  
BAKERSFIELD, CA 93308  
OFFICE 661.399.2993  
FAX 661.399.0218  
WWW.SSECINC.COM

- Communicate clearly and often with customers through the buying process so they are well informed throughout the project
- Utilize the Sierra Team as needed to keep the process moving
- Know the product line, understand the process, and drive for results

#### **INSTALLATION**

- Coordinate internal team members, external vendors, and customer for prompt and precise installation of purchased products
- Visit job sites as needed; field measurements, successful installs

#### **OTHER**

- Participate in sales meetings as requested
- Comply with company policies and procedures
- Other duties as requested

#### **QUALIFICATIONS:**

- AA Degree from a Community College (Bachelor Degree preferred)
- Proficient with MS Word, Excel, and familiar with database management
- Multitasking with ability to keep numerous projects in motion
- People oriented with attention to details
- Must be able to travel
- Self-starter, self-motivated with common sense
- Strong organizational skills
- Strong written and verbal communication skills
- Must be able to work in a fast paced environment
- Clean DMV
- Must pass background check with the state to work at school sites
- Some lifting may be required

#### **LOCATION:**

- Southern California

Interested persons can send a resume to [jobs@ssecinc.com](mailto:jobs@ssecinc.com).